

Writing and Editing Web Content With the User in Mind



Project Title	Writing and Editing Web Content With the User in Mind
Project Summary	Flex your writing, editing, and proofreading muscles while helping to make information about college financial aid as simple and understandable as possible.
Country	United States

Project Description

Our team writes, edits, and updates informational materials about federal student aid, how to apply, and how to repay loans. Using outstanding attention to detail and a solid knowledge of MS Word and Excel, the incumbent will assist in maximizing the user-friendliness of information in the form of web page content, fact sheets, blog posts, video scripts, infographics, tweets, and more. This editorial position offers constant variety as the incumbent may be editing a brochure to be in compliance with our writing style one day, then writing a blog post about filling out the FAFSA form the next day, then proofreading web pages the following day. Knowledge of grammar, punctuation, parallel construction, and proper sentence structure will be vital, as will the ability to tailor writing to the intended audience (e.g., simpler for elementary school students; more sophisticated for adult professionals).

Required Skills or Interests

Skill(s)

Editing and proofreading

Research

Writing

Additional Information

Undergrads and grad students welcome to apply. Explore these sites to see the types of information we produce: StudentAid.gov; FinancialAidToolkit.ed.gov. Some Spanish is preferred but absolutely not required.

Language Requirements

None